

UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

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STUDENT OUTLINE

Certify On-Line Diary Feedback Reports

LEARNING OBJECTIVES:

a. TERMINAL LEARNING OBJECTIVE: With the aid of the references and when provided an On-Line terminal, certify On-Line diary feedback reports in accordance with the MCO P60-1 and DFAS-KC 7220.31-R (MCTFS APSM). (3404.2.2)

1. TYPES OF REPORTS:

a. Diary statistics report is a video display management report that provides on-line diary information to the finance officer. The report is used for the following purposes.

(1) Monitors the timeliness of certification and processing of all Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS) diaries for the Disbursing Station Symbol Number (DSSN).

(2) Identifies the status of each diary number and the rate of acceptance/rejection.

(3) Identifies diaries available for print for 15 days after the cycle completion date reflected.

b. Advisory Report (ADF) is a standardized on-line diary system feedback report which contains advisory information for the finance office. The Advisory Report will contain the following types of information:

(1) Advisory messages generated by the central cycle in Kansas City when a possible error condition is identified.

(2) Advisory messages generated by the central cycle in Kansas City when an adjustment is required due to the limitations of the cycle

c. System Exception Report (SER) provides the finance officer with information, both personnel and pay transactions, required to support ongoing operations. The report is produced in the following three parts:

(1) Transaction processed within 60 days of End of Current Contract (ECC).

(2) Transactions which affect pay status.

(3) Joins and Transfers.

d. Master Error Control File (MECF) is a standardized on-line diary system feedback report which contains errors that require corrective action by the finance office. It provides a complete history of each diary transaction that failed to post to the master record.

(1) Each entry contains the reason for failure by code and English statement.

(2) Each entry has an assigned sequential error control number that must be used when corrective action is taken.

2. DAILY CYCLE:

a. The Defense Finance and Accounting Service - Kansas City Center (DFAS-KC) receives daily transmissions from the Regional Automated Services Centers (RASC's) around the Marine Corps. These transmissions contain all the data from the units and finance officers that was certified up to the time of gathering and transmission.

b. Once all these transmissions are received, the system takes all the gathered information, compiles it, and then presents it to the Master Military Pay Account (MMPA). When this happens, the system finds errors, possible errors, and other important data relating to the accounts. This data is put together in the form of reports and transmitted back to the local RASC's where it can then be generated by the units/finance offices so as to uncover potential problems.

3. GENERATING REPORTS:

a. These reports are generated through the on-line diary system. Depending on which report you are requesting, the

procedure for getting it off the system varies. These procedures for each report are as follows:

(1) Diary Statistics Report is requested from the on-line diary master menu. The report is requested using option "B". It will appear on the screen, and can be screen printed to either an on-line printer, or in the case of a stand alone such as a Zenith 248, it can be printed on that computer's printer.

(2) Advisory File (ADF) is also requested from the on-line diary master menu. It is requested using option "D". This report can be viewed on the screen or transmitted to an on-line printer only. To transmit this report, the Print Option "PRTOPT" field must be filled with a "Y". This will cause the report to be generated via the RASC and transmitted to the on-line printer in the finance office.

(3) Systems Exception Report (SER) is requested from the on-line diary master menu, under the unit/disbursing reports option "F". This option will take you to another menu which contains reports that are to be printed at the local RASC. This report is not printed at the finance office. Upon request, the system will automatically put the report on a print queue at the local RASC, and will be printed out and placed in the finance officer's bin for pick-up, usually by the following day.

(4) Master Error Control File (MECF) is the last report we are concerned with. This is generated by using option "C" and is also transmitted to the local finance office to be printed out on the on-line printer, just as the ADF file was.

4. CONTENTS OF THE MECF REPORT:

a. The MECF has a lot of different elements. Each of these elements contains information which we as disbursers can use to track down the actual source of the error. These elements are:

(1) SSN - The social security number of the individual on which the error occurred.

(2) DIARY/PAYROLL NUMBER AND DATE - The number and date of the diary or payroll that reported the transaction.

(3) EFFECTIVE DATE - The effective date of the transaction submitted.

(4) ACTION DATE - Same as effective date.

(5) DO RUC - The five digit Reporting Unit Code (RUC) of the individual on which the error occurred.

(6) CYC NR - The three digit Jumps/MMS cycle number in which the transaction processed.

(7) SYS FLG - A two digit code indicating whether a transaction was processed initially or was recycled. When the first digit is "1", the transaction may have been recycled. When "0", the transaction was processed initially.

(8) CODES - "CMPL" - When this code is a "1", it indicates the transaction has completed processing. If blank, the transaction has not been processed. "CORR" - A one digit code indicating the type of transaction. When it is a "1", the transaction is a correction transaction. When it is a "2", it indicates a delete transaction. If blank, the transaction was a normal type transaction.

(9) ERRORS - "POS" - "F/E" - This is a one digit code corresponding to the error, indicating that a transaction failed during either the posting cycle or the format/edit process.

(10) NAME - The last name and initials of the individual on which the error occurred.

(11) TTC - The three digit type transaction code of the transaction that failed and the english format of the transaction.

(12) MEC-NR - A seven digit master error control number assigned to that particular error for identification purposes. To the right of the MECF number is the english explanation of the error that occurred. This will be retrieved from the JUMPS/MMS error code tables based on the one digit error code assigned and TTC that failed.

5. AUDITING PROCEDURES:

a. The Error Report will be audited and corrective action taken within 3 working days from the date the report is generated. Corrective action can be accomplished in one of

two ways, which you have already learned about in the on-line diary class. They are:

(1) DELETE AS ERRONEOUS - MECF - When an error occurs on a transaction that should not have been input, this action will be taken to delete an error from the file. (For example, a transaction fails due to the information already being contained in the record. In the case of a duplicate transaction, such as this, the error needs to be deleted off the MECF and the Error Report must be annotated with the diary number in which this action was accomplished.)

(2) CORRECTION - MECF - This type of action is required when a transaction failed due to erroneous information being contained in that transaction. This type of correction procedure will delete the error off the MECF, but will also require you to input a corrected transaction. The Error Report will again be annotated with the diary number of the diary that reports the correction transaction.

b. Each individual entry on the MECF must be researched in order to find out which of the above entries are appropriate.

6. CERTIFICATION:

a. After the Error Report has been annotated and the corrective action has been entered on a diary, the certifying officer will date and sign the last page of the Error Report. He will certify that all corrective action has been taken on each error within 3 working days from the date the report was generated.

7. INCONSISTENT CONDITIONS REPORT:

a. The Inconsistent Condition Report (ICR), identifies Marines whose records contain inconsistent data elements. Separate reports are prepared for both commanding officers and finance officers.

b. The inconsistent conditions (ICs) normally appear the first cycle after each end-of-month update and extract (U&E). Within that cycle, the IC's and advisory errors will be intermingled and sorted by numerical sequence by Social Security Number (SSN) within the Reporting Unit Code (RUC) and Disbursing Station Symbol Number (DSSN). Both advisory messages and IC's remain on JUMPS/MMS for 15 days.

c. The report should be audited and corrective actions taken as soon as possible. This should always be done no later than the midmonth U&E.

PRACTICAL APPLICATION:

If you have any questions during your work on these situations, raise your hand and I will assist you.